

City of West Linn
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 6, 2014

SUBJECT: Proposed zone change and comprehensive plan amendment to accommodate a 4-lot subdivision at 65 Dollar Street. Tualatin River Protection Permit and Flood Management Area permits may also be required.

FILE: PA-14-41

ATTENDEES: Applicant: Mark Handris, Larry Van Wieren, Darren Gusdorf, Bruce Goldson
Staff: Peter Spir, Associate Planner; Khoi Le, Engineering; Ty Darby, TVFR
Neighborhood Rep.: Elizabeth Rocchia

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 65 Dollar Street
Tax Not No.: tax lot 3900 of Assessor's Map 21E34CA
Site Area: 72,851 square feet
Neighborhood: Willamette
Comp. Plan: Commercial
Zoning: Neighborhood Commercial (NC)
Applicable code: CDC Chapter 85: Land Division (subdivision)
CDC Chapter 105: Zone Change and Comprehensive Plan Amendment
Potential Environmental Overlays:
CDC Chapter 28: Tualatin River Protection Zone
CDC Chapter 27: Flood Management Area

Project Details: The applicant proposes a four lot subdivision with three lots in the east half of the site fronting on Brandon Place and a fourth lot comprising the west half of the site and the existing house. The current NC zone does not allow single family residential development so a zone change from NC to R-10 (single family residential 10,000 square foot minimum lot size) and Comprehensive Plan Amendment from Commercial to Low Density Residential is required. Tualatin River Protection Permit and Flood Management Area permits may be required if actual development, as defined in CDC Chapter 2, is likely to occur within those boundaries. Subdivision will require the setting of a benchmark and identification of base flood elevation and flood boundary.

Engineering Division Comments

The applicant should contact Khoi Le of the Engineering Department to determine required improvements at Kle@westlinnoregon.gov. Applicable CDC provisions include Chapter 96.

Process

For the Zone Change from Neighborhood Commercial to R-10 and the Plan Amendment from Commercial to Low Density Residential, address the submittal requirements and provide responses to the approval criteria of Chapter 105. There is a deposit fee of \$3,000.

For the Subdivision, address the submittal requirements and provide responses to the approval criteria of Chapter 85. There is a deposit fee of \$4,200 plus \$200 a lot plus final plat fee of \$2,000 and a final inspection fee of \$500.

For the Tualatin River Protection, address the submittal requirements and provide responses to the approval criteria of Chapter 28. There is a deposit fee of \$1,700.

For the Flood Management Area, address the submittal requirements and provide responses to the approval criteria of Chapter 27. An elevation certificate is required. There is a deposit fee of \$1,050.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

A neighborhood meeting is required per CDC 99.038. Follow the requirements of that section explicitly.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once the submittal is deemed complete, hearings will be scheduled.

Applicants for plan map amendments and associated applications may choose to consolidate all applications and have them jointly decided by the City Council; or may submit the zone change/plan map amendment for a decision by City Council first and then submit the other permits for a decision by the Planning Commission.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application ***or provide any assurance of potential outcomes.*** Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. ***A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.***